

## **RECORDS SUPERVISOR**

### *Class Definition*

Under direction, supervises clerical activities in a Bureau within the Police Department and performs other administrative duties as required.

### *Distinguishing Characteristics*

Records Supervisor is a non-sworn first-line supervisory class in the Police Department. On an assigned shift, incumbents supervise clerical staff responsible for classifying, filing and searching case records and other data pertinent to law enforcement. A Records Supervisor reports to the Records Manager, or a non-sworn or sworn Manager and work is reviewed through inspection of records, reports and consultations on work activities. This class differs from Records Manager or a non-sworn or sworn Manager in that incumbents of the latter are responsible for managing the overall multi-shift operations of the Police Records Bureau or administer a Bureau within the Police Department.

### *Typical Tasks*

(This list is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Assigns, coordinates and supervises the work of subordinate records personnel on an assigned shift; takes corrective action when necessary.

Controls clerical procedures and incoming and outgoing information and records.

Evaluates clerical work methods and systems; recommends changes when necessary.

Receives complaints and provides information to the public as required.

Initiates specified correspondence for signature by appropriate management staff.

Reviews finished materials for completeness, accuracy, format, compliance with policies and procedures and appropriate English usage.

Trains and evaluates subordinate personnel.

Performs related duties as required.

*Knowledge, Abilities, and Skills*

Knowledge of office practices and standards including filing, indexing and cross referencing.

Knowledge of police terminology and procedures.

Knowledge of the principles and practices of effective employee supervision, including selection, training, work evaluation and discipline.

Knowledge of correct English usage, including spelling, grammar, punctuation and vocabulary.

Ability to understand and follow complex written and oral instructions.

Ability to classify and index a large variety of detailed records.

Ability to assign, supervise, evaluate and train subordinate personnel.

Ability to communicate effectively in oral and written form.

Ability to use a variety of personal computer business software applications to prepare clear, concise and comprehensive records, reports, correspondence, and other written materials.

Ability to establish and maintain effective working relationships with those contacted during the performance of assigned duties.

*Minimum Qualifications*

One year of experience as a Senior Administrative Clerk in the Fresno Police Department; OR three years of increasingly responsible clerical experience in a centralized recordkeeping function of a law enforcement agency which involved complex data entry, record processing and file maintenance.

*Necessary Special Requirements*

Must successfully complete a polygraph test and an extensive background investigation prior to appointment.

APPROVED: \_\_\_\_\_

Director

DATE: \_\_\_\_\_